

# TRAINING ELECTRONIC RECORDS SYSTEM/FILE PLAN

ID #	System name	Sytem Acronym	Brief Description	Agency	Subagency	Schedule Status, Pending, Approved/ Unscheduled	Schedule Number	Electronic/ Location	Paper/Location
51	Training Sheets		General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by	DOE	FNAL	Approved	ADM-1 29 a Destroy when 5 years old or 5 years after completion of a specific training program.	ES&H Web/TRAIN	
50	Training Material		General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by	DOE	FNAL	Approved	ADM-1 29 a Destroy when 5 years old or 5 years after completion of a specific training program.	ES&H Web/TRAIN	WH7E
	Training records- Electronic Version		General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency. (GPS 1 items)	DOE	FNAL	Approved	ADM-1 29 a Destroy when 5 years old or 5 years after completion of a specific training program.	ES&H Web/TRAIN	
	Training Attendance Records		planning, assignment, and adjustment.	DOE	FNAL	Approved	ADM-1 29 a Destroy when 5 years old or 5 years after completion of a specific training program.	ES&H Web/TRAIN	WH7E
	Training-Needs/ Confined space		Contractor Employee Individual Training Folders. Results of medical examinations (only pass/fail and restrictions).	DOE	FNAL	Approved	ADM-1, 29.1 .EPI (4) Cut off at the time of separation or transfer of the employee. Screen out and destroy all item	TRAIN/Medical database	WH7E

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Individual Training Needs Assessment	(ITNA)	Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to	DOE	FNAL	Approved	ADM-1, 29 a (1) EPI) Destroy when 5 years old or 5 years after completion of a specific training program. years after last session.	WH7EServer1/Docdb/ Oracle	WH7E
Course Training Aids	CTA	Supplies and office material used for training purposes	DOE	FNAL	Approved	ADM 23.1 a Cut off at the end of the fiscal year. Destroy when 2 years old, or when no longer needed	ES&H Web/TRAIN	WH7E/

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